

City of Newcastle

Special Event Notification and Plan

Event Name:		Event Date:	
Event Requires Street Closure: Yes_____ No_____		Estimated Number of Participants	
Time street will be closed for setup:	Event Start Time:	Event End Time: (right-of-way open to public access):	
Type of Event: ___ Run/Walk Parking___ Parade___ Dance___ Other(explain)_____			
Waste Request (Number of 300 gal, 95 gal, Rolloffs requested):		Electrical needs (amperage needed etc.):	
Other needs?			
Plan Information:			
Organization Name:			
Applicant Name:	Applicant Phone Number:	Applicant Email:	
Address:	City, State, Zip Code:		
Alternate Applicant Information			
Applicant Name:	Phone Number:	Applicant Email:	
Address:	City, State, Zip Code:		
<p>What will be blocked off? <i>Location or route of event - list all requested street closures. FOR EXAMPLE: W. Main Street from Seneca Ave. to S. Sumner Ave. Or for foot or bicycle races, runs, rides or parades, include a detailed route for approval by the Police Department and Department of Public Works. (Please attach a separate sheet if necessary).</i></p>			

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1. The Organization or person requesting the event is responsible for any damage to plantings, grass and irrigation systems, as well as city property on City property. A deposit may be required.
2. The organization applying is responsible for cleanup of garbage and litter generated by the event.
3. This application must be received and approved 1 month prior to the event. After approval, no changes to the plan may be made without consent of the City of Newcastle.
4. This application will be sent or delivered to the City of Newcastle Clerks office
 - a. 10 W. Warwick St. Newcastle WY 82701
 - b. Phone: 307-746-3535
 - c. Fax: 370-746-3546

Approval of Event (office use only)

City Engineer: _____ Date: _____

Council Representative: _____ Date: _____

Public Works Representative: _____ Date: _____

Police Department: _____ Date: _____